

DEPARTMENT OF FAIR EMPLOYMENT & HOUSING

2014 'T' Street, Suite 210, Sacramento, CA 95814-5212
(916) 227-2873 TTY (800) 700-2320 Fax (916) 227-1326



REQUEST FOR PROPOSAL (RFP) TO SELECT HOUSING MEDIATORS

(RFP #02-3002)

NOTICE TO PROSPECTIVE BIDDERS

You are invited to review and respond to the attached Request for Proposal (RFP), entitled Department of Fair Employment, and Housing (DFEH) - Housing Mediation Program, RFP #02-3002. This is a re-submittal of an earlier RFP, which was withdrawn by DFEH. Pursuant to this RFP, the DFEH will award a select number of contracts per region to mediators fulfilling all of the bid requirements, earning a passing score and bidding the lowest rate per hour. Bidders may submit bids for up to three (3) regions.

The DFEH will award contracts in the following regions:

- **Northern Region** (Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, San Joaquin, San Mateo and Solano Counties)
- **Capitol Region** (Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba Counties)
- **Central Region** (Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Stanislaus and Tulare Counties)
- **Silicon Valley Region** (Monterey, San Benito, Santa Clara, and Santa Cruz Counties)
- **Southern Region** (Los Angeles, Orange, San Luis Obispo, Riverside, San Bernardino, Santa Barbara and Ventura Counties)
- **Southern Border Region** (San Diego and Imperial Counties)

Four (4) mediators will be selected for each region, with the exception of the Southern Region. DFEH will select six (6) mediators for the Southern Region.

In submitting your bid and qualifications, you must comply with the instructions found herein.

It is very important that the cost proposal be completely filled out and signed by the individual who is authorized to bind the bidder contractually. If bidding on more than one region, a cost proposal must be submitted for each region. **Each cost proposal must be in a separate, sealed envelope separated from the narrative proposal.**

In the opinion of DFEH, this Request for Proposal is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP contract process is:

Barbara Jones, Contract Administrator
Phone: (916) 227-2866
Email: barbara.jones@dfeh.ca.gov

For information regarding the "Purpose and Description of Services", the contact person for this RFP is:

Karen Gilbert, Office Technician
Phone: (916) 227-5655
Email: karen.gilbert@dfeh.ca.gov

Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum. Any verbal information provided will only be to clarify this RFP and its requirements.

Andrea Rosa, Deputy Director
Legislation and Policy Development
Department of Fair Employment and Housing
2014 "T" Street, Suite 210
Sacramento, California 95814
(916) 227-2873
Fax (916) 227-2870

RFP TIME SCHEDULE

It is recognized that time is of the essence. All bidders submitting proposals are hereby advised of the following schedule and will be expected to adhere to the required dates and times. DFEH reserves the right to change this timeline as deemed necessary.

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| 1. RFP Release Date | April 1, 2003 |
| 2. Question Period
For submitting written questions and seeking
clarification by mail or email
(karen.gilbert@dfeh.ca.gov) | April 1-7, 2003 |
| 3. Deadline for RFP Response Submittal | April 14, 2003 |
| 4. Open Cost Proposals | April 18, 2003 |
| 5. Posting of Notice of Intent to Award Contract | April 21, 2003 |
| 6. Award of Contracts | April 25, 2003_ |